

**TRIPURA**



**GAZETTE**

*Published by Authority*

**EXTRAORDINARY ISSUE**

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*Agartala, Wednesday, August 7, 2024 A. D., Sravana 16, 1946 S. E.*

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**PART--I-- Orders and Notifications by the Government of Tripura,  
The High Court, Government Treasury etc.**

**GOVERNMENT OF TRIPURA  
GA (PRINTING AND STATIONERY) DEPARTMENT**

F.1(7)-GA(P&S)/Estt/98/6559-63

Dated, Agartala, the 6th August, 2024.

**NOTIFICATION**

**Subject:-** Specification of the authority competent to function as Reporting, Reviewing and Accepting Officer in connection with Annual Confidential Report (ACR) of the staffs working under GA(P&S) Dept..

In order to streamline the entire procedure for writing and maintaining of the Annual Confidential Report of the subordinate staffs of this Department, the officers are hereby specified as the Competent Authority to report, review and accept the ACRs of the different Technical and Ministerial Group-B Non Gazetted, Group-C and Group-D posts mentioned in the list of **Annexure-I** (enclosed herewith) of the GA(Printing and Stationery) Department.

This notification will take immediate effect and all the officers concerned are also requested to follow the same accordingly.

This notification is issued after obtaining approval of the Competent Authority of this Department.

**Signed by Ratan Biswas**

**Date: 05-08-2024 11:39:55**

**Reason: Approved**

(Ratan Biswas, IAS)

Addl. Secretary,

GA(Printing and Stationery)Department.

**ANNEXURE-I**

Sl. No	Name of the post	Reporting Authority	Reviewing Authority	Accepting Authority
<b>Group-B Non Gazetted Technical Post.</b>		Manager or any other Officers holding the charge of the Manager	Addl. Director/ Joint Director/ Deputy Director or any other Officers function as Head of Office	Director
1	Section Holder			
2	Foreman(DTP)			
3	Foreman(Offset Process)			
4	Foreman(Binding)			
5	Foreman(Electrical)			
6	Foreman(Machine)			
7	Head Reader			
8	Head Computor			
9	Foreman(Offset Machine)			
10	Foreman(Mechanical)			
<b>Group-C Technical Post.</b>				
1	Proof Press Man			
2	Mono Caster/ Mono Super Caster			
3	Chargeman(DTP)			
4	Chargeman (Platemaker)			
5	Chargeman(Camera)			
6	Chargeman (Retoucher)			
7	Chargeman(Offset)			
8	Asstt. Cameraman & Etcher			
9	Asstt. Foreman (Machine)			
10	Machineman			
11	Inkman/Jr. Inkman.			
12	Asstt. Foreman (Imposing)			
13	Asstt. Foreman (Binding)			
14	Operator(FM/HPCM)			
15	Binder			
16	Proof Reader/ Revisor			
17	Store Keeper/ Misc. Store Keeper/Finished Product Store Keeper/ Store Keeper Paper			
18	Jr. Operator(Graining)			
19	Time Keeper			
20	Asstt. Care Taker			
21	Chargeman(Artist cum Impositor)			
22	Senior Computor			
23	Copy Holder/Kok Borak Copy Holder.			
24	Jr. Mechanic/Jr. Mechanic cum Operator (Grinding)			

Sl. No.	Name of the post	Reporting Authority	Reviewing Authority	Accepting Authority
25	Jr. Mechanic (Electrical) Jr. Fitter cum operator Pump.	Manager or any other Officers holding the charge of the Manager	Addl. Director/ Joint Director/ Deputy Director or any other Officers function as Head of Office	Director
26	Security Asstt. Cum Checker			
27	Asstt. Section Holder			
28	Mono Operator			
29	Lino Operator			
30	Jr. Operator(Switch Board)			
31	Report Writer/ Paper Issuer			
32	Junior Store Keeper			
33	Junior Engineer (Electrical)			
34	Junior DTP Operator			
35	Junior Impositor			
36	Junior Engineer (Mechanical)			
37	Asstt. Coordinator			
38	Chargeman(Binder)			
39	Computer			
40	Junior Operator (DCSBO)			
<b>Group-D Technical post</b>				
1	Attendant(Lino/Mono)			
2	Helper(Offset)			
3	Helper			
4	Majdoor			
<b>Group-B Non Gazetted Ministerial Post</b>				
1	Office Superintendent	Deputy Director/ Assistant Director/ Accounts Officer or any other Officers function as Head of Office.	Joint Director/ Additional Director.	Director.
<b>Group-C Ministerial Post</b>				
1	Head Clerk/Accountant			
2	Upper Division Clerk			
3	Store Keeper			
4	Junior Store Keeper			
5	Lower Division Clerk/ Lower Clerk cum Checker			
6	Driver			
<b>Group-D Ministerial</b>				
1	Darwan-cum-Keyman			
2	Peon /Helper			
3	Helper(Blind)			

**Signed by Ratan Biswas**

**Date: 05-08-2024 12:36:10**

**Reason: Approved**

Addl. Secretary,  
GA(Printing and Stationery)Department.